Site Visit Programmatic Questions
Face to Face - July 22, 2015

1. **Update Report**
   - Review your two most recently submitted Update Reports: are you meeting Report Count goals?
   - Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Results for the two quarters are similar. Areas that are not meeting goals include:
     *Parenting events – Did not reach 50% of target and have identified strategies to increase attendance at Holiday event.
     *Pregnancy Education - Attendance with both Centering Pregnancy and prenatal education groups are not meeting goal numbers. Moving to Centering Pregnancy model has been implemented yet overall numbers of participants has not reached goals set in the original application.
     *Transportation – The lower numbers in this category reflect a limited budget to provide the anticipated numbers for transportation.

2. **Work Plan**
   - Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
   - Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
   - Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?
     Centering Pregnancy groups will be changed to 6 groups starting with an average of 4 participants per group down from 18 groups per year written in the original proposal. On the other hand, individual case management services have increased in scope with many clients needing help with multiple issues and concerns.

3. **Fiscal Review**
   - Review of the 2014-15 expenditures spreadsheet
   - Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved. Evaluation funds will need to be reassigned for the 20115-16 budget.
   - Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
   - If your Financial Reconciliation has taken place, the findings will be reviewed.

- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

  N/A

4. **Grant Closeout Form**
   - You will have an opportunity to review a draft of your Grant Closeout Form.

5. **2014-16 Evaluation** (availability of items below depend on date of site visit)
   - Your 2014 Evaluation Report Summary will be discussed.
   - Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. This year's evaluation project will center on breastfeeding outcomes for clients. Most of the evaluation will be completed by PA staff. A small portion of the budget will be provided by a subcontractor. The subcontractor's contract will be submitted by Face 2 Face staff to MDH in the near future.

6. **Positive Alternatives website**
   - The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
   - Consider providing suggestions for additions/deletions

7. **Provide Updates**
   - Have you made any changes to your application Face Sheet data?

     Yes.

   - Do you want to revise your website posting?

     Yes, a new posting will be revised and sent to MDH.

8. **Issues specific to this grantee**

9. **Tour of Facility**
   - If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
   - If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area.

     A tour of the welcoming area designated for the PA program was provided.

10. **How can MDH be more supportive of your program?**

    It was suggested that MDH could provide links from the PA page to the grantees websites. It was also suggested that a type of referral document be put together with contact, site, and program information for all grantees for efforts of working together with referral ability.

11. **Other?**

    Face to Face provides prenatal services and mentoring through case management services to primarily low income women of color. The PA funding supports the prenatal administrative staff, clinic staff, program materials, transportation, and parenting events. This grantee has been transitioning to a new prenatal case management model called Centering Pregnancy – a research based model for providing quality health care to women in unplanned pregnancy situations in groups with women who have similar due dates. While the number of new prenatal clients have decreased according to numbers indicated on the original proposal, they have been increasing their client visits with young pregnant woman most at risk who have multiple barriers and challenges to accessing quality care and having a healthy pregnancy outcome.